



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1710.11B  
Pers-651

01 JUL 1994

BUPERS INSTRUCTION 1710.11B

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)  
Subj: NAVY RECREATION PROGRAM OPERATIONAL POLICIES  
Ref: (a) OPNAVINST 1700.7D, Responsibility for Morale, Welfare and Recreation (MWR) Programs in the Navy  
(b) NAVCOMPT Manual Sec 075500, Morale, Welfare and Recreation Activities  
(c) NAVSO P-3520, Financial Management Policies and Procedures for Morale, Welfare and Recreation Programs  
(d) NAVCOMPT Manual Sec 075261, Private Organizations  
(e) BUPERSINST 7043.1A, Procurement Policy for Bureau of Naval Personnel NAF Activities  
(f) SECNAVINST 5370.2J, Standards of Conduct and Government Ethics  
(g) SECNAVINST 5870.4, Copyrighted Sound and Video Recordings  
(h) OPNAVINST 5450.195A, Navy Broadcasting Service; Mission and Functions of  
(i) Public Law 97-214 of 12 July 1982  
(j) OPNAVINST 5090.1A, Environmental and Natural Resources Protection Manual  
(k) NAVMILPERSCOMINST 1710.6A, Aquatics Programs and Facilities  
(l) NAVMILPERSCOMINST 5890.1, Risk Management Manual for Navy Recreational Services Nonappropriated Fund Activities  
(m) BUPERSINST 7510.1, Local Fiscal Oversight and Reviews of Nonappropriated Fund Instrumentalities (NAFI's)  
(n) SECNAVINST 7510.9, Command Management Economy, Efficiency and Review  
(o) OPNAVINST 5000.52A Command Evaluation Program  
(p) OPNAVINST 5040.7K, Naval Command Inspection Program  
(q) SECNAVINST 5401.2, Establishment, Management and Control of Nonappropriated Fund Instrumentalities  
(r) NAVMILPERSCOMINST 1710.3A, Administration of Recreation Programs Afloat

01 JUL 1994

- (s) NAVMILPERSCOMINST 5300.1, Commander, Navy Military Personnel Command Supplement to the Department of the Navy and Marine Corps Personnel Policy Manual for Nonappropriated Fund Instrumentalities
- (t) NAVMILPERSCOMINST 7010.2A, Navy Military Recreation Fund Financial Reporting Procedures
- (u) SECNAVINST 5212.5C, Disposal of Navy and Marine Corps Records
- (v) OPNAVINST 1710.4B, Armed Forces Professional Entertainment Program Overseas
- (w) BUPERSINST 1700.21, United Service Organizations, Inc.
- (x) OPNAVINST 4001.1C, Acceptance of Gifts

Encl: (1) Definitions  
(2) Authority and Responsibilities  
(3) Recreation Services Program Management  
(4) Supplemental Guidance for the Administration of Recreation Programs  
(5) Planning, Measurement, and Evaluation  
(6) Financial Management  
(7) Property, Equipment, Supplies, and Vehicle Management  
(8) Patron Eligibility  
(9) Community Relations  
(10) Commercial Sponsorship  
(11) Fund Raising and Advertising  
(12) Index

1. Purpose. To provide policy and standards for the operation and management of the Navy Recreation Services Program to ensure quality programs and facilities on naval installations per references (a) through (x) and enclosures (1) through (11). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1710.11A.

3. Policy and Scope. Navy policy is to provide Navy operational and support activities with essential MWR mission support services as well as to produce programs that will effectively contribute to the morale, well-being and quality of life of naval personnel and their family members. Reference (a) established responsibility for policy, overall coordination, and execution of Morale, Welfare and Recreation (MWR) programs within the Navy, which includes recreation programs.

4. Applicability. This instruction applies to the administration of Navy Recreation Services Programs. This instruction does not apply to the management of the following activities, which derive their guidance from other source documents and/or fund entities:

01 JUL 1994

a. Commissioned Officers', Chief Petty Officers', Enlisted, and Consolidated Clubs, and Package Stores governed by BUPERSINST 1710.13, Operation of Navy Messes Ashore and Package Stores.

b. Child Development Programs governed by OPNAVINST 1700.9C, Child Care Center Operations.

c. Chapel funds, governed by OPNAVINST 1730.1B, Religious Ministries in the Navy.

d. Marine Corps Morale, Welfare and Recreation Funds as governed by MCO P1700.27, Marine Corps MWR Policy Manual.

e. All funds administered by private organizations located on Navy installations (reference (d)).

f. Funds established for civilian employees at Navy installations governed by SECNAVINST 7548.1 and SECNAVINST 5300.22C.

g. Auxiliary Resale Outlets, coffee messes and wardroom funds governed by BUPERSINST 4060.4A.

h. Navy Exchanges and Ships Stores.

i. Flying clubs governed by OPNAVINST 1710.2D, Navy Flying Club Program.

j. Billeting Funds governed by BUPERSINST 11103.1.

## 5. Action

a. All levels of command shall comply with the provisions of this instruction.

b. Chief of Naval Personnel (CHNAVPERS) shall initiate continuing action to comply with the designated responsibilities in this instruction.

## 6. Forms

a. The following forms are available in the Navy Supply System and may be obtained through normal supply channels per NAVSUP P-2002.

NAVPERS 7010/2 (9-82)

Recreation Fund  
Financial Statement

0106-LF-070-1011

01 JUL 1994

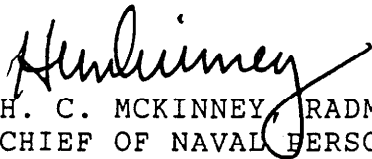
DD 1342 (Rev. 8-89) DoD Property Record 0102-LF-010-2000  
pg. 2

b. This form may be obtained from the general Services  
Administration Office.

SF 97 (7-79)

U.S. Government  
Certificate of  
Release of a Motor  
Vehicle

7540-00-634-4047

  
H. C. MCKINNEY, RADM, USN  
CHIEF OF NAVAL PERSONNEL  
(ACTING)

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01 JUL 1994

DEFINITIONS

Recreation Services Programs are included in those categories of activities listed and defined in reference (b).

1. Morale, Welfare and Recreation (MWR) Fund is the term used by the Navy to identify recreation, club, and child care activities that are all designed to provide essential MWR mission support services as well as programs that will effectively contribute to the morale, well-being and quality of life of Navy personnel and their family members.
2. Recreation Program is the term used to refer collectively to recreation activities in the MWR fund. It does not include clubs or child care operations.
3. Nonappropriated Funds (NAF) are cash and other assets received from sources other than monies appropriated by the Congress of the United States, primarily from sale of goods and services to Department of Defense (DoD) military personnel and their family members and used to support or provide MWR programs. NAFs are government funds; they are used only for the collective benefit of military personnel, their family members, and authorized civilians who generate them. These funds are separate and apart from funds that are under the direct cognizance of the Treasurer of the United States.
4. Appropriated Funds (APF). Government monies allocated by Congress for a specific purpose or use, e.g., assets (personnel, money, material, real property) provided from appropriated funds to support MWR functions.
5. Nonappropriated Fund Instrumentality (NAFI) is an entity with fiscal and management responsibilities, authorized and established by the Chief of Naval Personnel.
6. Recreation Activities are the elements in the recreation services program such as bowling, golf, marinas, aquatics, auto skills centers, community recreation, information, tickets and tours, outdoor recreation, sports and fitness, youth activities, fleet recreation, etc.
7. Private Organization. A non-Federal organization, incorporated or not, and constituted or established by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the government, and

Enclosure (1)

01 JUL 1994

operating on a DoD installation with the written consent of the installation commander or higher authority.

8. Reserve Components. Includes the Army National Guard and Air National Guard of the U.S., the Army Reserve, the Naval Reserve, the Air Force Reserve, the Marine Corps Reserve, the Coast Guard Reserve, and Reserve Officers of the Public Health Service.

9. Director/Fund Administrator (Manager). An individual appointed to exercise administrative and executive control over the MWR program and charged with accountability thereof when accountability is not otherwise assigned.

10. Patron Advisory Group. Authorized members of the Recreation Services Program, appointed by the commanding officer, to act in an advisory capacity on the overall administration of the recreation program or specific recreation activity concerned.

11. Goals of Recreation. To provide leisure opportunities that contribute to the social, physical, educational, cultural, unit and community cohesion and esprit de corps, general well-being and quality of life of the Navy and its people.

12. Recreation Services Program. Concerned with the design and delivery of a core of activities, year-round, for all naval units and groups, regardless of age, sex, race, creed, social, rate/rank, or economic status.

01 JUL 1994

AUTHORITY AND RESPONSIBILITIES

1. The Chief of Naval Personnel (CHNAVPERS) is the program manager for MWR activities and is responsible for overall policy concerning MWR programs within the Navy. General supervision, policy guidance, and technical and administrative direction for all MWR programs ashore and afloat are exercised by the Director, MWR Division (Pers-65).
2. Second and Third Echelon Commanders and Immediate Superiors in Command (ISICs). The chain of command is responsible for review and inspections of recreation services operations to ensure proper management and efficient use of funds.
3. Commanding Officers. The administration, supervision, and operation of local MWR programs supporting all eligible personnel is a command function and is the responsibility of cognizant commanding officers. Commanding officers have the same responsibility for the proper administration of Recreation Programs and funds as for any other functional element of their command. Commanding officers shall establish and execute an adequate Recreation Program within their commands, which is consistent with available resources and which meets the expressed needs of naval personnel and their families. They are responsible for the financial condition, to include solvency, stability and dissolution of MWR funds. Separate recreation programs/MWR funds shall not be administered by tenant units of supporting activities. The duties of the commanding officer administering the MWR program ashore are described in paragraph 300.3 of reference (c).
4. MWR Director. The MWR director is the chief operating and financial officer of the MWR department and its NAFI (MWRP). The MWR director is accountable to the commanding officer for the program content, financial integrity, and health and successful accomplishment of the MWR mission. The overall administration and management of the MWR program is delegated to the MWR director/fund manager who is appointed, in writing, by the commanding officer. The general financial duties of the MWR director are described in section 300.4 of reference (c). The primary duty of the MWR director is to ensure recreation services programs are conducted to provide essential recreation mission support to operational (homeported and visiting) commands/units and other tenant activities on-board as well as to ensure recreation program outputs improve and maintain the morale, sense of well-being, and quality of life of naval personnel and their family members.

01 JUL 1994

RECREATION SERVICES PROGRAM MANAGEMENT

1. Mission of Recreation Services Program. The mission of the MWR department's recreation program is to provide a quality, varied program of wholesome and constructive recreation activities for Navy personnel and their family members which will effectively contribute to the mental, physical, social, and educational enrichment of participants. The accomplishment of this mission directly contributes to the readiness of Navy activities/units and personal readiness and retention of Navy personnel.

2. Program Objectives. In keeping with reference (a), adequate Recreation Services Programs are essential to the effective functioning of the Navy. Cognizant commanders and commanding officers must devote necessary attention and authorized resources to ensure effective and adequate recreation programs are available. It is Navy policy to fund a well-rounded Recreation Services Program to:

a. Maintain among Navy personnel a high level of esprit de corps, job proficiency, military effectiveness, educational attainment, and mental and physical well-being.

b. Promote and maintain the mental and physical well-being of Navy personnel and their family members.

c. Encourage Navy personnel to use their leisure time constructively by participating in programs that help to develop and maintain motivation, talent, and skills that contribute to their ability to perform duties as service members and as responsible citizens.

d. Aid in recruitment and retention by making Navy service an attractive career opportunity.

e. Assist Navy members in adjusting from civilian life to a military environment upon entry into the military service.

f. Assist in providing a community support environment to family members of Navy active duty personnel, particularly in the absence of military sponsors while at sea, on unaccompanied tours, or involved in armed conflict.

g. Design, develop and deliver programs that:

(1) enhance unit and community esprit de corps;

Enclosure (3)



01 JUL 1994

(2) provide leisure opportunities to cultivate supportive families;

(3) create leisure opportunities that will develop young adults with pro-social skills and interest;

(4) deliver programs that will contribute to the quality of life of service members and their families; and

(5) design, develop, and deliver programs that will contribute to teamwork and comradeship among all naval personnel.

### 3. Program Guidelines

a. Recreation programs should consist of services and events that meet the stated needs and preferences of the assigned military personnel and their family members as well as operational and support units.

b. Patrons of recreation programs should be informed of off-base recreation programs and facilities which are available in adjacent military and commercial communities. Such recreation facilities should be used as alternatives for or to complement the programs and facilities at the Navy installations.

c. Patron assessments should be conducted at least triennially in order to determine the needs, preferences, and attitudes of Navy personnel and their families.

d. Every effort should be made to conduct recreation activities for families living on the station as well as those living off-base.

e. The activities of special interest groups under the recreation program should be monitored to ensure that they are in keeping with the objectives of the recreation program.

f. MWR directors should ensure that use of recreation facilities and participation in programs will be equally available to both men and women on active duty. Where joint use is not possible, procedures must be effected which will provide for equitable use by both Navy men and women.

g. Instructional classes provide opportunities for patrons to develop life-long recreation skills and knowledge that provide positive use of free time and contribute to individual self-esteem.

01 JUL 1994

h. Operating hours of recreation activities should coincide with the free time of Navy personnel and their families. Evenings, weekends, and holidays are the times when personnel are most likely to participate. Facility operating hours should be determined by patrons' needs, usage and preferences, as well as the availability of operating funds.

i. To support fleet and other operational personnel, recreation programs at shore installations should:

(1) Have sufficient staff to provide support for the operational units as well as for the shore support activities.

(2) Provide advisory service to morale and recreation officers/petty officers responsible for administering recreation programs afloat.

(3) Establish operating hours of recreation activities to coincide with afloat liberty schedules and other unit social requirements.

(4) Serve as liaison between fleet units and recreation program providers in the civilian community, when required.

(5) Coordinate and schedule athletic, outdoor and social recreation events for fleet units.

(6) Ensure that fleet units are provided information on recreation programs and facilities ashore and in surrounding community.

4. Patron Advisory Groups. A patron advisory group may be called a recreation council, committee or board. It is essential in obtaining unit feedback to meet the needs and preferences of the military community. Advisory groups do not have management, administrative control, or custody of MWR funds. Units (tenant commands or departments) participating in the recreation program shall be represented on an advisory group by individuals detailed in writing by their commanding officer. At large installations, commanding officers may group tenant commands for representation purposes to maintain a workable size advisory group.

a. Organization. The MWR Advisory Group shall be designated in writing by the commanding officer. The group shall consist of adequate members to ensure that officers, enlisted personnel, as well as representatives from other authorized patron groups, are

01 JUL 1994

adequately represented. Particular efforts should be made to ensure that the interests of ethnic and minority groups and female interests are adequately represented. The chairperson of the group shall be appointed by the commanding officer. Each member shall have one vote. The MWR director, or a representative of the director, shall attend the meeting of the group for the purpose of supplying information relative to recreation program directives, programs and the availability of funds, but shall not have a vote.

b. Duties. Advisory groups shall be allowed to conduct a review of the recreation program and shall submit, in writing, to the commanding officer, its opinions and recommendations for the MWR program.

c. Financial Compensation. Members of the advisory group shall not receive financial payment in the form of cash, goods, or services for any functions performed as a member of the group.

d. Recreation Program Advisory Groups. Where established, advisory groups for specific recreation activities/programs shall act only in an advisory capacity and shall not, as a group or as individuals, engage in any management or operational functions. Recommendations of advisory groups shall be submitted to the commanding officer via the MWR director and the advisory group.

01 JUL 1994

SUPPLEMENTAL GUIDANCE  
FOR THE ADMINISTRATION OF RECREATION PROGRAMS

1. Private Organizations

a. Private organizations are not NAFIs nor a function of the MWR program.

b. Commanding officers are responsible for approving private organizations located on their installation, as well as providing supervision. Guidelines on establishment and oversight of private organizations are contained in reference (d).

c. Private organizations have their own bank account, are generally self-sustaining (primarily through assessments to members), have some flexibility in membership, and are required to purchase and maintain liability insurance in accordance with reference (1) to protect the Navy and individual members against liability claims.

d. Minimal logistical support is authorized dependent on the type of private organization. There will be no direct financial assistance to a private organization from the MWR fund in the form of contributions, dividends, or other donations of monies or assets.

e. For purposes of monitoring and providing technical assistance, the MWR director may be appointed as the liaison officer for private organizations that are recreational in scope.

f. Upon disestablishment, members of the private organization shall determine asset distribution. Residual assets may be donated to the MWR fund or the installation or in any other function deemed appropriate by the members.

2. Special Interest Groups

a. Unlike private organizations, special interest groups (e.g., karate, theater, photography, or other similar recreation oriented clubs) are part of MWR and composed of authorized MWR patrons who come together for mutual recreation participation and enjoyment. They are organized as a direct extension of the recreation program and their activities normally benefit the individual. Additionally, the program service, event or activity supported by the special interest group is often self-sufficient

01 JUL 1994

(i.e., user fees generally cover associated special interest group costs). Membership in special interest groups is limited to patrons authorized in enclosure (8).

b. Special interest groups operating under the MWR department are entitled to coverage under the CHNAVPERS insurance program and other logistical support, (e.g., vehicle transportation, loan of equipment, etc.) at no cost to the special interest group.

3. Amusement Machines. Commanding officers may assign the responsibility for the administration and management of the MWR amusement machine program to either the local Navy Exchange officer or the MWR director. Guidance for reviewing the adequacy of controls over this source of revenue is contained in reference (m).

a. Commanding officers are authorized to own or contract directly for amusement machines.

(1) A contractual agreement under which a contractor installs, maintains, and services machines for a percentage of the income generated is the easiest way of obtaining amusement machines. Such arrangements are normally preferable to outright purchase. This is particularly the case when using electronic and electro-mechanical machines requiring frequent or special servicing. This approach also permits rotation of games to maintain patron interest. Outright purchase may produce higher income but should be limited to types of equipment capable of sustaining patron interest, and which fall within the activity's capability for service and maintenance. All lease arrangements shall be treated as contracts under the provisions of chapter 3 of reference (e).

(2) All contracts awarded on behalf of MWR NAFIs shall provide for payment of income generated by each machine directly to the MWR activity on whose premises the machine is located. The commanding officer shall determine the distribution of proceeds from machines located in other than MWR activities.

b. Procurement of amusement machines with appropriated funds is not authorized. Procurement from NAFs is authorized and shall be conducted on a competitive basis in accordance with reference (e). Area/regional contracting among MWR NAFIs to effect cost savings or administrative efficiencies is encouraged.

01 JUL 1994

c. For further operational guidance, refer to the amusement machine operations guide (second addendum to the BUPERS Club Branch guidebook "Business Unusual" (NOTAL)).

#### 4. Bingo

a. Bingo is prohibited on all naval shore activities except when authorized and operated by and for a Navy club or recreation program following the regulations and controls below. Special groups, (e.g., Navy League, Parent-Teacher Associations, advisory groups, spouse clubs, etc.), are not authorized to sponsor or operate bingo programs in Navy club or recreation facilities or areas.

b. Well-regulated bingo is widely accepted as a proper incentive for social gatherings on military installations. It enables military personnel to participate in a group activity that will stimulate off-duty social contacts of a recreational nature, as well as provide a necessary diversion from the exacting demands of daily military duties, thereby promoting enhanced morale among participants. Well-regulated bingo programs shall be designed to promote participation.

c. Bingo is authorized in Navy recreation facilities on naval installations within the United States, its territories and possessions, which are fully ceded, and on those installations which are not fully ceded where the playing of these games is not prohibited by the state concerned. On overseas naval installations, outside the U.S., its territories and possessions, the playing of bingo is subject to regulations of the area commander concerned.

d. The playing of bingo is subject to the following regulations:

(1) Participation in bingo is limited to eligible patrons and up to three bona fide guests per patron.

(2) Activity managers, supervisors, employees of the activity sponsoring bingo (i.e., the facility hosting bingo) and their immediate family members may not take part in the bingo game or accept prizes. Commanders may impose additional local restrictions regarding those eligible to play bingo. Employees of one MWR activity may participate in bingo sponsored by the other activity if otherwise eligible. This also applies to volunteers serving as bingo callers and monitors.

01 JUL 1994

(3) Bingo prizes may be cash or merchandise.

(4) In the United States, its territories and possessions, on installations fully ceded, and on bases not fully ceded where bingo is not prohibited by host state/territory/possession law, the cash/merchandise prizes or a combination thereof may not exceed 90 percent of annual bingo revenues.

(5) Commanding officers may establish limits/standard prize amounts for all bingo games as deemed appropriate.

(6) When there is more than one winner of a prize, the cash will be divided equally among the winners. Unless otherwise agreed to by the individuals concerned, merchandise prizes will be awarded to the person who wins a coin toss.

(7) The MWR department manager responsible for each event will ensure that bingo winners sign their names and personal identification data on the bingo activity sheet before receiving prizes. Guests will give the name of their sponsor.

(8) Playing of bingo may be included in local advertisements. However, appropriated funds may not be used to mail bingo advertisements or any type of publicity.

(9) Cash received from bingo card sales will be controlled by using visual or knockout tape cash registers along with colored, double-roll, theater-type tickets, or prenumbered, two-part guest checks. All bingo cards (regular, throw-away, or punch-out) will be prenumbered and any missing cards will be reported for MWR management attention.

(10) When theater-type tickets are used, the bingo cashier will give the purchaser a ticket (for the door prize) for each card purchased. One ticket color will represent cards selling for one price. When cards are sold in multiples at a special price, another color of ticket will be chosen and a ticket given for each card sold. The cashier will retain one ticket for control purposes and for use in door prize drawings. Bingo cards must be date stamped. These procedures will also apply when throw-away or punch-out bingo cards are not issued in numerical order.

(11) Within these policy parameters, commanding officers must be sensitive to local community perception and use proper judgment regarding the type and size of bingo prizes awarded.

01 JUL 1994

## 5. Cash Prizes

a. Awards of cash, savings bonds, and certificates redeemable in cash or property for achievement or proficiency in appropriate recreation events sponsored by the recreation program are authorized subject to the following provisions:

(1) NAFs will not be used to subsidize the cost for the type of awards, i.e., cash prizes will be funded only from entry fees or commercial sponsorship.

(2) When cash awards are given in conjunction with an event the participants should be informed that acceptance of a cash award may jeopardize their amateur sports standing.

(3) Team awards are not authorized, except in bowling and golf where team awards are customary.

b. Gift certificates redeemable for merchandise in local MWR pro shops are encouraged.

## 6. Standards of Conduct, Gambling, Raffles

a. References (f) and (m) provide guidance for signing compliance statements and prohibit certain forms of gambling, such as raffles or lotteries, which involve the collection of money and the distribution of a prize by chance. Reference (f) states, "While on government owned, leased, or controlled property, or while on duty for the government, Department of the Navy (DoN) personnel shall not participate in any gambling activity, including a lottery or pool, a game of chance for money or property, or the sale or purchase of a number slip or ticket."

b. The giving away of a free prize, for which "no purchase is required" is permitted.

c. Bingo is permitted when operated in accordance with paragraph 4 of this enclosure.

d. Slot machines are permitted when specifically authorized by CHNAVPERS, per NAVMILPERSCOMINST 1746.1 (NOTAL).

## 7. Copyrighted Sound and Video Recordings

a. Per reference (g), Navy policy does not condone, facilitate, or permit unlicensed public performance or unlawful



01 JUL 1994

reproduction for private or personal use of copyrighted sound or video recordings, using government appropriated or NAF-owned or leased equipment or facilities.

b. Within the Department of Navy (DoN), displays or performances on board ship, in bachelor officer or bachelor enlisted quarters, day room, barracks, general mess, in an isolated area or deployed area, are not considered "public" provided the performances or displays are made without any purpose of direct or indirect commercial advantage and without charge to the recipients.

c. Reproducing copyrighted sound and video recordings on Navy installations, using government APF or NAF owned equipment is prohibited.

#### 8. Satellite and Cable TV Reception

a. Cable TV policy is issued by the Navy Broadcasting Service (NBS) per reference (h). NBS must be involved in franchise agreement review and approval and provides a consultation service to commanding officers interested in cable TV. Commands must follow normal competitive procedures to grant a cable operator a franchise. This prevents the use of government funds for installation of service. NAFs must be used to pay connection fees and service charges in a recreation facility.

b. Satellite reception. NBS is the authority for satellite reception policy (dishes, earth stations). Only homeowners can receive satellite signals into their residences without entering into a licensing agreement with copyright owners. A NAF activity cannot establish an earth station/satellite dish system without establishing program provider service agreements. To do otherwise could constitute signal piracy and copyright infringement, which is punishable under the Cable Communications Policy Act of 1984. Commands should consult with NBS to receive satellite services legally and properly negotiate agreements.

#### 9. Recyclable Materials Program

a. Per references (i) and (j), at least 50 percent and up to 100 percent of the proceeds from the sale of recyclable solid wastes can be distributed to the local MWR department supporting military MWR activities. Reference (j) provides Navy guidance for establishing and operating a qualified recycling program.

01 JUL 1994

b. Recycling is not an MWR program although it is frequently managed by the MWR department. Chapter 3 of reference (j) provides for the use of appropriated funds to support a qualified recycling program. Enclosure (6), paragraph 5j(10) of this instruction prohibits the use of MWR NAFs to subsidize a non-MWR program.

10. Single Sailor Program. This program is intended to develop/improve social skills and meet the leisure needs of single sailors between 18-25 years old. The program includes events, services and activities designed to enhance social skills and promote programs that teach positive use of free time. A dedicated Single Sailor Program is recommended for Navy bases with bachelor enlisted quarters population of 1,000 or greater, and all overseas bases.

11. Support of Navy Health and Physical Readiness Program (HAPR). In most cases, recreation programs have the expertise to provide assistance to command fitness coordinators in implementing the Navy's HAPR Program. The following support of HAPR by the recreation program is permitted:

a. Making available facilities for the administration of any required fitness tests, physical training or self-directed programs. Facility requirements should be coordinated with the recreational sports director and requested in advance by the command fitness coordinator to minimize the impact on the recreation program.

b. Providing assistance and support to the local command fitness coordinators within existing and authorized resources. Any identifiable NAF payments (e.g., staff, equipment, training, etc.) which are incurred in providing support to any element of the HAPR program should be billed to the local comptroller and paid to MWR with appropriated funds as provided in reference (b). Anticipated identifiable APF costs should be budgeted for, and coordinated with, participating commands.

c. Encouraging appropriate recreation services staff to participate in command fitness coordinator training courses when scheduled in the local area.

d. Encouraging commands to designate certain periods of the day/week at recreation swimming pools for no-fee swimming by active duty personnel to meet training needs for physical readiness testing.

01 JUL 1994

12. Use of Official Mail. NAFIs may use official mailings only to conduct official business concerning matters of Navy Department administration, such as reports and correspondence regarding regulations, policies, practices, etc. Specific policy and guidance related to recreation activity use of official mail postage paid indicia is contained in OPNAVINST 5218.7A.

13. Training. A recreation services program manager, e.g., recreational sports director, youth activities director, golf program manager, aquatics director, etc., should successfully complete the Bureau of Naval Personnel (BUPERS) Mid-Level Manager course (S-000-0016) and the Management Skills Training course (MASTR) (S-000-0017) at the earliest practicable date, preferably prior to or soon after their first employment in MWR.

a. Recreation specialists in the 188 job series should also complete these courses. Professional staff members/division directors managing more than one major recreation services program should also successfully complete the MWR Senior Managers' Financial Management course (S-541-001). See the current BUPERS MWR training program catalogue for a course description, dates and location of these required courses.

b. All BUPERS courses listed in the MWR training program catalogue may be conducted at local bases on a reimbursable basis upon official request by the MWR director.

c. Recreation services personnel attending BUPERS MWR training courses, workshops, seminars and conferences are authorized appropriated travel funds. MWR Category C business program training events are excepted from this policy.

d. Recreation program managers and recreation specialists (188 series) should attend at least one outside professional development session biennially after completing the courses recommended in paragraphs 13 and 13a. above. This requirement may be satisfied by attendance at BUPERS recreation specialty workshops, National Recreation and Park Association (NRPA) training courses, conferences and workshops, local on-base command training sessions, local university/community college courses and other appropriate training opportunities.

e. A local systematic approach to on-the-job training (OJT) is strongly encouraged. To that end, the BUPERS Detachment (DET) Morale, Welfare and Recreation Training Unit (MWRTU) administers

01 JUL 1994

a Media Resource Center (MRC). The mission of the MRC is to provide professionally produced and up-to-date technical, management, leadership and motivational videos to supplement the training programs of Navy MWR departments.

14. Customer Service Training. Customer service training is mandatory for all Navy MWR employees. The 3 hour training program, "Navy MWR: First For Fun Customer Service Training Program" and the accompanying video tape, "Customer Service - It's Everyone's Job," is available at every Navy MWR activity or can be borrowed from the MWRTU Lending Library. Any MWR manager who has attended the training course "MWR MID-LEVEL" may be a course leader for the customer service training program.

15. Cardiopulmonary Resuscitation (CPR) Training. It is recommended that all recreation specialists in the 188 series at the entry and mid-level be CPR qualified. It is strongly encouraged that others in direct program leadership or assist jobs also be CPR qualified. It is recommended that each MWR department have someone on staff certified to give this training.

16. Training to Prevent Alcohol Abuse. Alcoholic beverage servers shall receive annual training in preventing alcohol abuse. The only recognized source for this annual training requirement is the "Alcohol Server Intervention Training" course contracted through BUPERS. Such training shall include, as a minimum, understanding and recognizing intoxication, monitoring alcohol consumption, intervention techniques and identification of minors. Training programs and materials shall be provided by the BUPERS recognized training organizations. Certification of completion of training shall be included in each employee's personnel file.

17. Membership in Professional Organizations. Membership in professional organizations that best meet the needs of recreation services is authorized. Payment of membership fees for MWR employees is authorized provided such membership is by job title and in the name of the MWR fund. Organizational memberships are also encouraged.

18. Management Assistance. Technical assistance is available for all components of the recreation program from CHNAVPERS (Pers-651), upon request of the command or the chain of command.

19. Safety. A positive safety program shall be in effect for recreation activities. Guidelines for the establishment of an adequate safety program are outlined in references (k) and (l).

01 JUL 1994

Activities are encouraged to take advantage of safety assistance programs offered by the Navy Safety Center or the local safety officer.

20. Risk Management. CHNAVPERS provides a risk management program for all NAF instrumentalities under its cognizance. Policies and procedures pertinent to the NAF Risk Management Program are contained in reference (l).

21. Fleet Recreation. The Navy Fleet Recreation Program addresses the recreational needs of shipboard sailors and is governed by reference (r).

22. Youth Programs. Navy Youth Programs provide comprehensive year-round recreation activities and services for youths aged 6-17 years. The Youth Recreation Program teaches positive lifestyles and helps children develop positive attitudes toward Navy life. The Youth Program is governed by BUPERSINST 1710.21 (NOTAL).

23. Navy Information, Ticket and Tours (ITT) and Contracted Leisure Travel Programs. BUPERSINST 1710.23 (NOTAL) provides policy and guidance for the operation and management of an ITT program and the solicitation and monitoring of leisure travel contracts in order to ensure and promote quality recreation programs.

24. Administration of Navy Sports Programs. Policy and standards for the operation and management of the Navy Sports and Fitness Program is contained in BUPERSINST 1710.20 (NOTAL).

25. Aquatics Programs and Facilities. Aquatic programs and facilities are an important element of any MWR program. Policy for operating a safe and effective aquatic program and facility is contained in reference (k).

26. Navy Recreation Sailing Program. Policy and guidance for the operation of recreational sailing programs is contained in BUPERSINST 1710.18 (NOTAL).

27. Bowling Program. Bowling center operating guidelines and financial standards are contained in enclosure (l) of BUPERS ltr 1710 Ser 651/00650 of 28 Apr 93 (NOTAL).

28. Golf Program. Golf course operating guidelines and financial standards are contained in enclosure (l) of COMNAVMILPERSCOM ltr 1710 Ser 651/1299 of 1 May 91 (NOTAL).

01 JUL 1994

PLANNING, MEASUREMENT, AND EVALUATION

1. Planning, Measurement, and Evaluation. Effective planning and evaluation is the key to a successful recreation program.

a. Basic Policy

(1) An MWR 5-Year Master Program Plan including recreation shall be locally developed, maintained and reviewed annually for each naval installation. This plan will be used to project and quantify recreation program initiatives, based on patron needs and preferences assessment; to provide a meaningful and equitable program prioritization system; and to validate projects, taking into account the adequacy of existing programs and facilities and off-base alternatives.

(2) The 5-Year Master Program Plan will include an inventory (resource assessment) and prioritization of all MWR activities on an installation. Priorities will be based on program needs, rather than the availability of fiscal resources. Alternative and non-traditional approaches to providing needed services should be studied and used, when appropriate, to satisfy community-unique characteristics. The plan should address projected expansions, reductions, eliminations, conversions, consolidations and replacement of activities in order to provide higher program needs.

b. Patron Needs and Preference Assessment

(1) The CHNAVPERS Smart Compass Leisure Needs Assessment Survey shall be conducted triennially for each naval installation. CHNAVPERS will provide the Smart Compass Leisure Needs Survey questionnaire, and analyze and distribute the results to commanding officers administering MWR programs.

(2) The patron needs survey, when combined with the assembly and analysis of other locally available data, should provide the necessary management information to address the factors below:

(a) Personal needs, interests, preferences, satisfaction, and patron usage of current programs and facilities.

(b) Installation profile to include demographics and marketing data.

01 JUL 1994

(c) Recreation facility on-base inventory both current and programmed; size, capacity, condition and adequacy; land use restrictions and environmental factors; hours of operation; fees and charges; and accessibility.

(d) Recreation facility inventory of off-base services available in the surrounding area. Data for evaluation of alternatives should include facility size, conditions, and capacity; availability during desired usage time; fees and charges; adequacy of transportation, proximity and equal opportunity considerations. Off-base facilities include:

1. Private, commercial, and public recreational resources immediately adjacent to the installation or, in the continental United States (CONUS), within 10 miles or 30 minutes travel time from the main gate.

2. Adjacent military bases within 10 miles or 30 minutes travel time from the main gate.

(e) Human resources inventory: available or projected manpower (APF, NAF, and military). Manpower resources must be sufficient to satisfy needs for effective operation and management within fiscal resource constraints.

(f) Fiscal resource inventory: the ability to fund the development of a program, and to provide for operating costs with appropriated funds, NAFs, or other fund sources.

c. Evaluation is a continuing, ongoing function whereby pertinent program process improvement information is gathered in order to assess the efficiency of program delivery and content and the effect of the program on the participant. This information should be used to determine the adequacy of the program in reaching its stated objectives.

(1) A systematic measurement and evaluation process will be in place for each program service, activity, and event. It should measure service quality, patron satisfaction as well as cost containment and financial results.

(2) A uniform method of collecting patron impact (usage) data will also be established for each program.

(3) Patron/customer focus group sessions should be conducted and the results acted on for each major program service, event, and activity at least biennially.

01 JUL 1994

(4) At a minimum, a simple plan should be written for each major program. It should describe: the target patron, core leisure need to be satisfied and others as appropriate (e.g., social benefits, sort by patrons), time and place, staffing (i.e., employees and volunteers), supplies and equipment needed, internal and external departmental support required, break-even price analysis (BEPA), establishing a fee, charge or price for the program, projected patron count and financial objectives.



01 JUL 1994

FINANCIAL MANAGEMENT

1. Responsibility For Funds. The basic policies governing funding and management of local recreation programs are as follows:

a. Depending upon the nature of individual types of recreation activities, some will be operated and maintained wholly or predominately with APFs, while others will be operated and maintained wholly or predominately with NAFs. Specific authorizations for elements of expense are defined in reference (b).

b. Monies generated by or entrusted to an MWR fund shall be properly and effectively used and accurately accounted for and safeguarded. Nonappropriated recreation funds are, in effect, trust funds generated by Navy personnel and their family members to help provide financial support for their recreation activities. Adequate controls must be instituted to guard against the misuse of such funds.

c. The benefits of recreation funds accrue only to those military personnel, their family members and other authorized personnel for whom the funds are dedicated.

d. Excess funds shall not be accumulated but shall be prudently used to improve/expand local programs as validated in the 5-Year Master Program Plan.

e. Maximum appropriated fund support allowable per reference (b) is encouraged.

2. Audits and Reviews. Responsibilities and procedures for conducting audits and/or reviews are outlined in references (m), (n), (o) and (p).

3. Support of Tenant Activities. Per reference (q), when organizations, units, or individuals of DoD Components are stationed, either within the United States or overseas, at an installation of another service, the "installation commanders responsibility" for MWR activities and the responsibility for the provision of funds rests on the command of the installation at which such organization, unit, or individual is stationed.

a. All DOD component organizations or units on an installation will be provided MWR program and facility use privileges comparable to those granted organizations or units of the parent service of the installation.

b. All personnel of tenant organizations/units will have the opportunity to participate in recreation programs; to obtain membership in recreation activities, if applicable; and when DOD component policies provide for distribution to be made on this basis, to be counted for purposes of distributing NAFs.

c. Navy organizations tenanted on installations of other services shall not establish separate MWR Funds.

4. Participating Units. A unit is considered to be participating in an MWR fund as soon as it is officially located or tenanted in the jurisdiction of a commanding officer and does not operate its own MWR fund. Ships undergoing a major overhaul at a base or station are entitled to be participating units of the local MWR fund ashore.

a. Commanding officers operating MWR funds under the Recreation and Mess Centralized Accounting System (RAMCAS) are to make available funds for use in financing special Recreation expenditures in support of participating members/units of their MWR fund at a standard rate of \$6 per assigned military per year. Only those active duty military personnel who have been assigned or attached to a command for 30 days or more will be eligible for credit and support. Mobile Units are eligible for such support only for the period in which they are participating members of the MWR fund. Expenditures by participating units should be recreational in nature and in accordance with paragraph 5j of this enclosure.

b. Participating unit commanding officers should use local club and recreation services to the maximum extent practicable.

c. The commitment of funds by participating units commanding officers or officers in charge occurs after they have requested authority to obligate from the commanding officer of the MWR fund and are issued a purchase order. When a purchase order is impractical, petty cash funds or a check may be issued to the participating unit commanding officer or officer in charge. In such cases, vendors' receipts covering such expenditures shall be given to the MWR director for retention as official records related to the expenditure of such funds. Any unexpended balance

01 JUL 1994

shall be returned to the account for that particular organization. When petty cash is used or a check is issued, the receiving commanding officer or officer in charge must assure expenditures are made in accordance with reference (e).

d. Unit allocations are intended primarily to provide commanding officers and officers in charge of member units of the MWR Fund with a source of NAF to be used to enhance unit identify. These funds should not be used solely for parties and picnics. The purchase of alcoholic beverages with unit allocation funds is authorized but discouraged.

e. Unexpended balances of unit allocation funds shall not be carried over to succeeding fiscal years. Except as provided in reference (r), such funds accrued by a participating unit shall not be transferred to any other MWR Fund in the event that unit is relocated.

f. A member unit of an MWR fund shall not maintain a separate bank account, MWR fund, or recreation property account.

#### 5. Local MWR Fund Financial Management

a. Purpose. The purpose of the local MWR fund is to support local recreation programs and facilities by providing a fiscal entity with which the recreation program accounts for and controls its NAF financial resources.

b. Policies and Procedures. Activities shall comply with the policies and procedures defined in reference (c); the CHNAVPERS RAMCAS Users Handbook (NOTAL); and other policies and procedures issued by CHNAVPERS.

#### c. Administration of Local MWR Funds

(1) Types of Local MWR Funds. Local MWR funds may service individual ships, stations or other independent activities, or may provide recreation support to multiple commands or activities which share a basic set of recreation facilities. Only one MWR fund shall be established to administer the NAFs and recreation programs for the entire community supported. Authority to establish a MWR Fund must be obtained from CHNAVPERS (Pers-65) per reference (q).

01 JUL 1994

(2) MWR Categories. MWR activities have been divided into three categories, with the level of direct appropriated support allowable defined by program activity category as follows:

(a) CATEGORY A: MISSION SUSTAINING ACTIVITIES. This category contains those activities which are considered most important for the health and well-being of the military member. Fees are usually not charged active duty or reserve members for using activities in this category and thus limited revenues are generated. Category A activities should be supported primarily with APF. Category A activities include gymnasium/physical fitness/aquatic training, sports/athletics (self-directed, unit level, and intramural), parks and picnic areas, etc.

(b) CATEGORY B: BASIC COMMUNITY SUPPORT ACTIVITIES. Category B activities contribute to the mission, but are capable of generating some revenue. They include youth activities, outdoor recreation, automotive skills development, bowling centers (12 lanes or less), information, tickets and tours (ITT), recreational swimming pools, sports programs above the intramural level, etc.

(c) CATEGORY C: BUSINESS ACTIVITIES. Category C activities have the highest capability to generate revenue through the sale of goods and services to authorized patrons. Category C activities include: bowling (13 lanes or more), golf, clubs, marinas, etc. Business activities receive only limited, indirect APF support. However, business activities at remote and isolated base, approved by Congress, are authorized APF support similar to Category B activities.

d. Recreation Revenue. Fees and charges may be levied for certain recreation activities to help offset the cost of these programs. When established, fees should offer a reasonable discount from comparable off-base activities. Fees for facilities/programs with high revenue capability such as golf, bowling, and marinas should cover operating costs, contribute to equipment replacement, help fund other programs, and provide a reasonable discount from comparable off-base recreation facilities/programs. When practical, a basic core of recreation activities should be free so that no person is denied the opportunity to participate in some kind of activity because of a lack of funds.

01 JUL 1994

(1) As a guide to commanding officers, the following is offered:

(a) The total recreation program is not intended to be profit generating, even though certain recreation activities are required to generate a profit (i.e., Category C recreation activities). The MWR director should establish financial objectives (self-sufficiency/cost recovery) for each recreation activity through the annual MWR NAF budget process. Once the budget is approved by the commanding officer, these financial objectives should be the standards by which the activity is evaluated.

(b) The level of charges for the use of programs should be governed by the need to meet the operating cost of the total MWR program, including nonappropriated fund costs for staff, maintenance, replacement of equipment, and other overhead.

(c) Fees established for activities of a highly specialized nature involving high equipment, operation or maintenance cost and with limited interest and participation, should be sufficient to offset the costs of the operation.

(d) Fees shall not be charged active duty for the check-out of basic equipment essential to participation in physical conditioning activities or for individual access to conditioning facilities or installed equipment. However, provided comparable facilities are available on an uncontrolled access basis without charge, reasonable charges may be levied for access to facilities which require a high level of maintenance or attendant service (e.g., health club-type fitness center).

(e) All costs associated with the operation of physical conditioning facilities are chargeable to appropriated funds. As a general policy, fees and charges should be applied to enrich the program and provide services which could not otherwise be offered, as well as provide for recapitalization of worn out assets.

(f) Rental fees should amortize the nonappropriated cost of the equipment and/or maintenance requirements (e.g., golf carts, campers and outboard motors).

01 JUL 1994

(g) The overhead costs which result from the collections of fees and charges should be carefully considered before fees and charges are authorized.

(h) When fees are established, no one should be exempt from payment. Each individual should be charged the established fee for an equivalent amount of participation.

(i) Active duty and reservists will be charged the same fees for Category C MWR activities.

(j) Fees for participation in recreation sponsored activities or services may not be paid directly to instructors or individuals providing the service. All such fees shall be deposited in the MWR fund.

e. Credit Cards. The use of major national credit cards in recreation programs is authorized, e.g., resale outlets and service programs such as outdoor recreation rental centers, and information, tickets and tours.

f. Petty Cash and Change Funds. Petty cash and change funds, authorized in writing by the commanding officer, may be maintained in amounts consistent with the needs of the recreation program, and administered per paragraphs 511-513 of reference (c).

g. Appropriate Use of MWR Funds. Nonappropriated MWR funds will be expended on official recreation programs and facilities on an equitable basis. The intent of such expenditures is to maintain a balanced, adequate recreation program.

(1) Emphasis should be placed on programs which benefit the greatest number of eligible patrons. A wide range of activities may be applicable if the level of interest indicates that patronage would be forthcoming.

(2) Limited support for special interest groups should be carefully monitored and restricted to those activities which have the potential of improving the total capacity of the recreation program.

h. Ombudsmen Expense Reimbursement. APF or locally generated NAF funds and/or unit allocations may be used to reimburse expenses for ombudsmen. NAF support may occur under the following conditions:

01 JUL 1994

(1) Reimbursement is authorized only when the ombudsmen volunteer is working in an approved volunteer capacity.

(2) Reimbursement should be budgeted for, available on an equitable basis for all ombudsmen, and approved by the commanding officer.

(3) Ombudsmen must submit receipts for reimbursement to the commanding officer or designated representative.

(4) Specific items that may be reimbursed are as follows:

(a) Child Care - Reimbursement is not to exceed the local rate of the Navy child development center. Reimbursement of child care expenses for ombudsmen does not change established child development center usage priorities.

(b) Mileage - Reimbursement for mileage will be at the Government Privately Owned Vehicle (POV) rate. Mileage should be documented in order to claim reimbursement.

(c) Parking and Tolls - Parking and tolls will be reimbursed upon presentation of receipts.

(d) Telephone - Toll calls not covered by command telephone credit cards may be reimbursed upon presentation of receipts.

i. APF Reimbursements. As of 1 October 1990, appropriated funds may not be used to reimburse a NAFI. This does not preclude an APF entity (e.g., public works) from contracting the NAFI for services, functions, or goods that the NAFI is in a unique position to provide (e.g., catering an official event).

j. Prohibited Use of Nonappropriated MWR Funds. The use of MWR funds is authorized for only those purposes related to the official MWR program. MWR funds will not be used for non-recreation activities, facilities or equipment or for groups not directly related to or sponsored by the MWR program. MWR funds may not be expended for the following:

(1) For payments to military personnel for services rendered as an individual or as a member of a team, including officers in charge and members of their staffs, participating in authorized recreation events.

01 JUL 1994

(2) For payment to officers for work performed on recreation services matters. Consistent with the requirements of the Dual Compensation Act, commissioned or warrant officers may not receive compensation from the MWR fund. (This does not preclude the payment to officers for officiating services or lessons provided per references (e) and (s)).

(3) For payment to enlisted personnel for work performed on recreation matters unless the following conditions are met:

(a) The work is in addition to their regular assignment and is performed during off-duty hours.

(b) MWR employment, by reason of hours or nature of the work, does not interfere with the proper and efficient performance of their military duties.

(4) For payment to DoD civilians for work performed on recreation matters if they already hold a full-time job at another appropriated or NAF instrumentality, except for those persons already holding the two positions on 1 December 1964. (This does not preclude the payment to civilians of fees for officiating services or lessons provided per reference (s)).

(5) For command receptions or for expenses of similar functions incident to activation of a new command.

(6) To construct, alter or renovate any facility or for procurement of any item of equipment not used primarily as an integral part of the Recreation Program.

(7) To defray operating expenses of dependent schools, nor to pay tuition or fees incident thereto except as provided for in reference (s).

(8) For support of aero or sky diving clubs.

(9) To defray general and administrative expenses, e.g., salaries, equipment, supplies, travel, etc.) associated with support of Navy general libraries (local nonappropriated fund support of libraries is limited to the procurement of library materials, print and non-print).

(10) To defray or subsidize any operational, personnel, or maintenance expenses for any non-Recreation Program, e.g., recycling, station maintenance/custodial contracts, station dining hall, etc.

(11) For support of religious programs.



01 JUL 1994

(12) For payment of instructors, tuition or purchase of books for off-duty military education programs.

(13) For recognition awards, incentive awards, rating badges, wing insignias, and similar items not related to the recreation program, except as addressed in reference (r). However, unit allocation funds may be authorized for purchasing emblematic items to be presented to personnel upon advancement, special recognition or reenlistment. The unit cost of these items may not exceed 10 dollars. A maximum 10 dollars per person per occasion limit applies to any presentation. No more than 25 percent of the authorized annual unit allocations may be used to purchase emblematic items. For ships and other decentralized activities the unit allocation provision does not apply but MWR funds used for these purposes cannot exceed the 10 dollar unit cost and 10 dollar maximum per person per occasion.

(14) For support of activities and programs that are unrelated to recreation purposes. (Expenditures for such items as "crash kits," "welcome aboard" gifts, "farewell" gifts, "retirement" gifts, donations to Wives' Clubs, purchase of flowers, etc., and like functions are not appropriate.)

(15) For purchase or maintenance of self-contained underwater breathing apparatus or purchase, maintenance or recharging of compressed air tanks used in connection with such apparatus. This does not preclude the provision of instructional classes through contracting for services where the contractor provides required equipment and carries appropriate liability insurance coverage.

(16) For support of functions which are held primarily to accomplish public affairs or public relations objectives, i.e., ship commissioning receptions/parties, air shows, or other similar open house events, beyond MWR's specific recreation involvement in open house events.

(17) For cash donations to or cash expenditures for any charitable or fraternal group or organization.

## 6. Budget Requirements

a. Budget Requirements for the Recreation and Mess Central Accounting System (RAMCAS) Activities. An operating and capital budget will be prepared for each MWR fund operating under the RAMCAS. Budget instructions will be furnished to local commands annually by Echelon 2 commands based on guidance provided by CHNAVPERS (Pers-65).

01 JUL 1994

b. Budget Requirements for Decentralized Activities. An annual financial plan is recommended for those MWR funds not operating under the centralized accounting system, prepared in according to procedures outlined in chapter II of reference (c).

7. Financial Assistance. Ships and shore commands, including diplomatic offices (e.g., Defense Attaches) in areas under Navy support cognizance, not having a Ship's Store or Navy Exchange and not otherwise supported by another MWR fund are eligible for financial assistance from CHNAVPERS at a standard rate of \$25 per active duty military person per year or \$12.50 per active duty student per year. Submarine crews are supported during at-sea periods at a standard rate of \$10 per active duty military person per year.

a. Requests for these funds should be submitted at the beginning of each fiscal year, identifying the number of eligible members. (Naval Reserve activities should submit their request to the Commander, Naval Reserve Force). These funds are for the recreation needs of active duty military personnel for entertainment, books, magazines, and newspapers and for the procurement and maintenance of minor recreation equipment and athletic items.

b. Newly Commissioned Ships. Newly commissioned ships are provided, without request, an initial grant of funds to establish an MWR fund.

c. Precommissioning/Conversion/Repair/Overhaul Units. Ships under construction, major conversion, or overhaul in private shipyards where recreation facilities are not available may request financial assistance on a quarterly basis at the standard rate of \$6.25 per military person per quarter.

d. Naval Reserve Activities. Naval Reserve and Naval Air Reserve Training Commands located at other than regular naval installations are authorized to maintain a separate MWR fund. Requests for financial assistance for recreation purposes from these activities should be submitted to the Commander, Naval Reserve Force.

01 JUL 1994

## 8. Accounting Requirements

a. Accounting for recreation funds and property by activities operating under RAMCAS will be in accordance with the RAMCAS Users Handbook (NOTAL) and reference (c).

b. If a recreation activity contains a food and beverage operation that is an integral part of an activity, the revenue and expenses associated with that operation should be charged to that activity.

c. The MWR financial statements of activities operating under the centralized accounting system will be prepared by RAMCAS. These statements will be distributed to the MWR director, the commanding officer, and Echelon 2 and 3 commands on a monthly basis.

9. MWR Fund Bank Accounts. CHNAVPERS and the chain of command monitor the financial status of MWR funds. Close coordination between the chain of command and BUPERS is required to spot negative trends early and begin the corrective action process.

a. Monthly, Pers-65 will analyze MWR fund cash balances, cash flow from operations and the total sources and uses of NAF cash. Based on this examination, MWR funds may be classified as either in a deficit cash position or negative cash position. If accounting adjustments/irregularities appear to be the cause, no action will be taken until verification.

(1) Deficit Cash Position. MWR funds with a negative Concentration Bank Account value (RAMCAS account 101) for at least 1 accounting month.

(a) CHNAVPERS will send a letter to the Echelon 2 command, with copy to the installation commanding officer, detailing the problem and requesting that corrective action occur.

(b) If sufficient progress is not apparent at the end of 30 days, CHNAVPERS will automatically use a General Journal Voucher and transfer amounts out of RAMCAS account 102 (Restricted Cash - Capital Outlays) and into Account 101 to offset the deficit.

(2) Negative Cash Position. MWR funds with negative value in all cash accounts for at least 1 accounting month.

01 JUL 1994

(a) CHNAVPERS will send a letter to the Echelon 2 commander, with a copy to the installation commanding officer, detailing the problem. Within 15 days of receipt of the letter, the local command must provide CHNAVPERS (Pers-65), via the chain of command, a detailed plan for corrective action.

(b) CHNAVPERS will monitor monthly. If sufficient progress is not apparent within 60 days, instructions will be issued to the local activity that check signature authority for the MWR director and his/her designated appointees is withdrawn. The commanding officer will be required to designate another appointee, not connected with the MWR office, as the signatory.

10. Decentralized Activities. Activities not operating under the RAMCAS are referred to as "decentralized activities."

a. Procedures for accounting for decentralized activities are in chapter VIII, reference (c).

b. Financial statements for decentralized activities will be prepared and submitted in accordance with reference (t).

(1) Notification of Depositories. The commanding officer of decentralized activities shall notify depositories in writing that CHNAVPERS is successor in interest to the MWR fund bank accounts and that the bank will have no responsibility after transfer of funds to or under the order of CHNAVPERS. A copy of these letters shall be forwarded to CHNAVPERS (Pers-65).

(2) Investment of Local Funds. Only decentralized activities are authorized and encouraged to locally invest excess cash. Excess cash is defined as money on hand which is not required for day-to-day operations. These excess funds shall be invested in short-term, federally insured, interest-bearing accounts, (e.g., certificates of deposit, money market fund accounts, and interest-bearing savings/checking accounts). Investment maturities are limited to 1 year or less to ensure the local activity is liquid enough to meet liabilities.

(3) Taxes. MWR funds are instrumentalities of the Federal Government (IRS Ruling 54-556), are not subject to income tax, and are not required to file income tax returns. An MWR fund is not required to file an application for exemption to establish its exempt status from federal income tax (IRS Ruling 67-249). Additional guidance on taxes is provided in references (c) and (s) and the RAMCAS Users Handbook (NOTAL).

01 JUL 1994

11. Disestablishment of MWR Funds. The commanding officer is responsible for ensuring an orderly and proper disestablishment process. Assets supporting NAF activities shall be used judiciously so that these resources are available for future use in support of Navy-wide recreation requirements. Imprudent expenditures, designed to reduce funds and other assets to a zero balance prior to disestablishment, are not permitted. The following procedures are intended to prevent claims and adjustments subsequent to disestablishment of NAF activities. These procedures are applicable to Echelon 2 commands, type commanders, immediate superiors in command and commanding officers. CHNAVPERS (Pers-65) should be provided a plan of action and milestones, via the chain of command, at least 1 year prior to disestablishment, detailing operational and financial plans to manage the closure process in an orderly fashion. The following actions are required:

- a. Follow the liquidation and closing steps outlined in reference (c).
- b. Dispose of all equipment as prescribed by the Echelon 2 commander or type commander.
- c. Records and accounts of MWR funds may be disposed of in accordance with reference (u).
- d. Close-out, withdraw, or terminate for convenience (without cost to the NAFI if possible) all outstanding purchase orders/contracts. Prior to incurring termination costs, consideration should be given to rerouting deliverables to other activities as directed by the Echelon 2 commander or type commander. Contract termination procedures are contained in reference (e), chapter 7.
- e. Survey all unsaleable resale merchandise on hand and report merchandise to the Echelon 2 commander or type commander. Redistribute all unsold merchandise in a saleable condition to other activities, as directed.
- f. Write all creditors to determine if NAF liabilities exist. If obligations cannot be liquidated before disestablishment, creditors should be instructed to forward claims to CHNAVPERS (Pers-65).
- g. Ensure that all employee benefits are paid and other entitlements are administered per reference (s).

BUPERSINST 1710.11B

01 JUL 1994

h. Decentralized activities should advise the bank where MWR funds are on deposit, in writing, to forward the final bank statement and any bank balance (made payable to CHNAVPERS) remaining 2 months after disestablishment of the fund to CHNAVPERS (Pers-65).

i. Prepare a letter to CHNAVPERS (Pers-65) stating that all liquidation steps have been taken. If outstanding claims still exist, indicate the name(s) of the creditor(s), amount of claims and reason why claims could not be liquidated prior to disestablishment. Decentralized activities shall submit the following enclosures:

(1) Audited copy of Recreation Fund Financial Statement (NAVPERS 7010/2, as described in reference (t).

(2) Check or postal money order payable to CHNAVPERS for the remaining recreation funds, taking into consideration outstanding checks.

j. Contact the IRS to cancel employer identification taxpayer number.

01 JUL 1994

PROPERTY, EQUIPMENT, SUPPLIES, AND VEHICLE MANAGEMENT

1. Procurement. Procedures for recreation activity procurement of supplies, equipment, or services are contained in reference (e).

a. Physical Inventory Requirements. The following minimum physical inventory requirements shall apply to local recreation assets:

- (1) Fixed Assets: Annually
- (2) Minor Property: Annually
- (3) Resale Inventory: Quarterly
- (4) Prepaid Tickets: Monthly

2. Disposal of Excess Recreation Property

a. Recreation property which was purchased with appropriated funds shall be transferred to the Defense Reutilization Marketing Office (DRMO) for disposal.

b. Recreation property which was purchased with NAFs may be disposed of as follows:

(1) Used as trade-in for purchase of like property.

(2) May be reported to the Echelon 2 command via the chain of command for redistribution as may be needed within the command.

(3) Excess NAF property may be sold to interested individuals (including other commands) through a sealed bid procedure. Such sales should be offered to authorized MWR program patrons prior to being offered to non-naval individuals or organizations.

(4) Not more than annually, excess NAF property having an original cost of \$300 or less may be sold to authorized patrons in a "garage sale," at a predetermined fair market price.

(5) Procedures for disposal of NAF vehicles are contained in paragraph 5 of this enclosure.

01 JUL 1994

c. In no instance shall property purchased with APFs or NAFs be donated to any individual or non-Navy organization.

3. Disposal of Unserviceable Recreation Property

a. Unserviceable recreation property which was purchased with appropriated funds including recreational vehicles shall be transferred to the DRMO for disposition.

b. Property purchased with NAFs, including recreational vehicles, which has become unserviceable shall be disposed of as follows:

(1) Property having an original cost of \$300 or more shall be transferred to the DRMO for disposal.

(2) Property with an original cost under \$300 shall be destroyed. Two persons shall witness the disposal and verify the destruction in writing.

(3) All unserviceable MWR vehicles shall be transferred to the DRMO for disposition.

c. As stated in NAVCOMPT Manual, Vol IV, Chapter 3, proceeds from the sale of property owned by NAFIs shall be deposited to the account 17X6875.3860. Upon receipt of the remaining amount due, appropriate action should be taken to transfer the funds to the proper account of the instrumentality that made the sale.

4. Disposition of Abandoned Personal Property

a. Disposal of abandoned property is allowed after being held 45 days with immediate disposal authorized for property valued at \$300 or less. Property with a value of more than \$300 may not be disposed of until 45 days after the date it is received at a designated storage point.

b. Installations are authorized to retain portions of the proceeds from the sales of abandoned property which offset their costs to dispose of abandoned personal property in accordance with the following restrictions:



01 JUL 1994

(1) Only direct costs, documented as specifically attributable to disposing the property, are to be retained from the sales proceeds by the installation. Any sales proceeds exceeding direct costs, documented as specifically attributable to the sale of the property, must be forwarded to the U.S. Treasury.

(2) Installations are not authorized to retain amounts in excess of the direct costs of disposing of a specific item. Proceeds from one item of property may not be retained or used to offset costs of disposing of another piece of property.

c. 10 USC 2575 requires that proceeds be available for claims by owners and their heirs after the property is sold. Thus, any proceeds retained are subject to reclamation by the U.S. Treasury in order to honor claims for up to 5 years after disposal of the item.

## 5. Vehicle Administration

### a. Definitions

(1) MWR Vehicles are those vehicles purchased with NAF and/or operated/maintained with NAF.

(2) Official MWR business implies travel and transportation for authorized MWR purposes.

(3) MWR Vehicle is a self-propelled motor vehicle suitable for use on public roads and used for the movement of supplies, equipment, and personnel in connection with official MWR business. Examples are trucks of all types, vans, automobiles and buses.

(4) Special Purpose Equipment/Vehicle is a vehicle/rolling equipment not otherwise classified above. Included are vehicles which have been modified for specific purposes that would prohibit them from being used for any other purpose, e.g., golf ball pick-up tractor, golf carts, tractors, riding mowers, cement mixers, snowmobiles, go-karts, power cycles, trucksters, loaders, trailers (including camping, boat, utility, horse, etc.), graders, fork-lifts, cranes, welders, aerators and similar types of equipment. Application of vehicle movement restriction to on-base areas does not by itself qualify the items identified in paragraph 5a(3) of this enclosure as special purpose.

01 JUL 1994

b. Policy

(1) NAF-owned Vehicles. NAF may be used to procure vehicles for Navy recreation purposes in accordance with provisions in this instruction and reference (e) in support of official MWR business.

(a) The use of MWR vehicles for the following purposes is prohibited:

1. Transportation when APF vehicles are adequate and/or economical commercial transportation is available.

2. Transportation between domicile and place of employment.

3. Transportation for private business or personal engagements of military personnel, members of their families, or others.

4. Transportation for official Navy business not associated with MWR programs.

5. Any purpose that could be construed as being competitive with private enterprise.

(b) Prestige vehicles will not be procured or financed by NAF.

(c) Ships, staffs and other commands, squadrons, units or detachments of the operating forces of the Navy that leave MWR vehicles behind during periods when they are absent from their homeports or other places where vehicles are located, will turn control of the vehicles over to the nearest MWR fund ashore for custody and use during the period they are away from their homeport.

(d) The anticipated life expectancy for new MWR vehicles is established as a minimum of 6 years from manufacture or 72,000 miles. Vehicles obtained from DRMO or other sources shall also follow this criteria.

(e) To ensure maximum use of MWR vehicles by all eligible personnel and prevent a drain on local funds, the following applies to programs involving the loan of special purpose vehicles in support of fishing and/or camping programs:

01 JUL 1994

1. Use of the MWR vehicle shall be restricted to a 7-day period.

2. A user fee sufficient to preclude any subsidization of the program by the MWR Fund should be charged.

(f) An inventory of all NAF vehicles will be maintained for each command by CHNAVPERS (Pers-656D) through mandatory vehicle registrations.

(2) Government-Owned (i.e., APF-Procured Vehicles). MWR may be permitted free use of APF vehicles for official MWR business when approved by the commanding officer. Bus service in support of authorized MWR programs may be provided when such transportation can be made available without detriment to the mission of the activity and when funds are available. This service may be provided as outlined below. MWR transportation may be provided on a non-reimbursable basis for the following categories:

(a) MWR functional staffs engaged in routine direct administration support of MWR activities.

(b) Teams composed of personnel who are officially representing the installation in scheduled competitive events.

(c) DoD personnel and/or dependent spectators attending local events in which a command or installation sponsored team is participating.

(d) Entertainers, guests, supplies, and/or equipment essential to MWR program.

(e) Civilian groups transported to DoD installations in the interest of community relations when invited by the head of the installation or other authorized command authority.

(f) MWR activities, including recreational tours and trips, when fees are not levied upon the passengers (except fees made to cover the cost of the driver when not available from base transportation) and when approved by the commanding officer.

(g) MWR transportation can be provided for special activities such as scouting programs and private organizations as outlined in NAVCOMPT Manual, Volume 7. Such service will be accomplished on a reimbursable basis covering all operations and maintenance costs of providing that service.

c. Allowance Lists. MWR vehicle allowance lists are established by the commanding officers at shore activities (and at afloat units subject to Echelon 2 approval) to supplement APF vehicles and shall be limited to the minimum needed to carry out effective and well-rounded MWR programs.

(1) The total number of MWR vehicles of any activity, including owned and borrowed, may not exceed established command allowance without the prior approval of the commanding officer of that activity, except as provided for in paragraph b(1)(c) of this enclosure.

(2) NAF vehicle allowance may be authorized as follows:

(a) Shore activity allowances are based on types of facilities available, physical location of facilities, personnel served and geographical location of the activity.

(b) Increases in allowance should be based on valid circumstances such as: when facilities are enlarged, new facilities constructed, increase in personnel served, or when the overall fleet vehicle average exceeds 7,200 miles per year.

(3) Requests to establish a vehicle allowance or increase the present vehicle allowance must include full justification, including as applicable, but not limited to the following:

(a) The total annual mileage each presently assigned vehicle is driven.

(b) Reasons why present vehicle(s) cannot be reassigned to meet the additional vehicle requirements.

(c) Specific use of the requested vehicle(s).

(d) Estimated annual mileage of each additional vehicle(s).

(e) Type of vehicle(s) required.

(4) Allowance lists will not be established for special purpose vehicles.

d. Administration, Operation, and Maintenance

(1) The administration and operation of all MWR vehicles is a command function and must be administered under the direct supervision of the MWR director.

01 JUL 1994

(2) Standards of maintenance, operation and safety of vehicles shall be in accordance with NAVFAC P-300 (NOTAL). Many states offer state vehicle inspections at no cost to the government. Such inspections are highly recommended, and in some states are required. Activities should consult their respective state for specific guidance.

(3) MWR vehicles should normally be fueled and serviced when appropriate using Public Works Department facilities on a reimbursable basis.

e. Procurement and Disposal

(1) General Purpose MWR Vehicles

(a) Local procurement of new vehicle(s) from commercial sources should be supported with complete justification, including mileage and Navy registration number of vehicle(s) to be replaced and cost to put the vehicle(s) back in operation. A description of the desired replacement vehicle, including accessory equipment and total purchase price shall be provided. Government sources, e.g., Air Force Nonappropriated Fund Procurement Office (AFNAFPO) or General Services Administration (GSA) should be considered and documented prior to procuring from commercial sources to ensure optimum savings to the activity.

(b) The procurement of vehicles by prudent selection from surplus sources is encouraged provided the additional vehicle(s) do not exceed the authorized vehicle allowance and the other provisions of this instruction are met.

(c) The approval of the activity's commanding officer is required prior to leasing a vehicle. The request should contain, but not be limited to the following:

1. Period of lease.
2. Cost.
3. Type of vehicle to be leased.
4. Reasons why the leased vehicle is required.
5. Cost analysis of lease versus purchase.

01 JUL 1994

The provision does not apply to the short term rental (i.e., 3 months or less) of a vehicle to accomplish a specific purpose, e.g., rental of bus to transport group, rental of a specific type truck for movement of equipment or supplies.

(d) In no instance will NAF-owned vehicles be given or sold to any individual or non-Navy organization without prior and specific approval of the activity's commanding officer following sealed bid procedures per paragraph 2b of this enclosure.

(e) Vehicles obtained from surplus sources at no cost remain government-owned property, regardless of any NAF expended to repair the vehicle. When no longer required, these vehicles will be turned in to the nearest DRMO with a statement that they were obtained from appropriated fund sources and that no part of the proceeds from the sale or other disposition will be returned to the NAF activity. These vehicles must be registered and assigned a NAF registration number as outlined here.

(f) Unserviceable vehicles procured with NAF should be turned into the DRMO unless demonstrated value can be realized by the activity in using salvageable parts, etc.

(g) Disposal of excess, serviceable vehicles procured with NAF shall follow the provisions of paragraph 2 of this enclosure.

(h) Registration numbers should be cancelled through the procedures in paragraph 5f of this enclosure.

(i) NAF vehicles are not normally titled by state governments. Standard Form 97, U.S. Government Certification of Release, should be provided to the purchaser of any NAF vehicle sold via sealed bid procedures. This form will enable the purchaser to apply for state title and tags. CHNAVPERS (Pers-656D) provides this form upon request from the command.

(2) Special Purpose Vehicle. Special purpose NAF vehicles may be purchased by local commands based on documented and justified requirements.

f. Registration and Licensing

(1) MWR functions are exempt from the payment of state and local registration and license fees on vehicles, including

01 JUL 1994

trailers, operated beyond the limit of the Government reservation. However, the following regulation shall be observed:

(a) MWR and special purpose vehicles shall be assigned U. S. Navy (USN) registration numbers in the 400,000 series.

(b) Boats owned and/or operated in support of MWR programs are not normally assigned USN registration numbers. They should be registered in the state in which they are principally used in accordance with the Federal Boat Safety Act of 1971. In those states that do require the registration of U.S. Government boats (e.g., Florida, Georgia, etc.), a request for a 400,000 series USN number may be directed to CHNAVPERS (Pers-656D).

(c) Requests for USN registration numbers for newly acquired vehicles (including special purpose) not previously registered shall be submitted to CHNAVPERS (Pers-656D) using DD 1342, DoD Property Record. Letters of transmittal are requested to document actions which include new registrations, cancellations, and transfers to other commands.

(d) Requests for change of vehicle ownership (including trailers and special purpose) from one activity or afloat command to another shall be submitted by letter request to the activity's commanding officer. Upon approval, notification shall be made to CHNAVPERS (Pers-656D) of the transfer through a letter or DD 1342.

(2) State license tags may be obtained and used only in those states where state or local laws provide that they shall be furnished to the United States or its instrumentalities without payment of the stipulated registration fee. When such a tag is displayed, it shall be in addition to the USN registration number.

(3) A DD 1342, DoD Property Record shall be prepared for each vehicle to be registered. The following minimum information shall be supplied:

Block 2 - The date entered shall be the date the vehicle was acquired.

Block 3 - Leave blank, unless registration number has previously been provided.

01 JUL 1994

Block 6 - The acquisition cost entered shall be the actual amount the receiving MWR fund paid for the vehicle, including trade-in amount if applicable. Zero acquisition cost shall be entered for vehicles obtained at no cost to the MWR Fund.

Block 8 - Completion mandatory.

Block 14 - Completion mandatory.

Block 17 - Completion mandatory.

Block 26 - Provide a complete description of the vehicle including type and size of vehicle, number of passengers, etc. For example: Van, forward control, 1/2 ton, 12 passenger, air conditioned. Golf carts should indicate electric or gasoline. Camping trailers should indicate whether tent type or hard top and number of persons it will sleep.

Block 28 - Indicate the name of the activity (i.e., military MWR or Civilian Recreation Association) and the geographic location.

Block 54 - Insert USN registration number of the vehicle being replaced and the trade-in amount received from the sale of the vehicle if applicable. If the vehicle was obtained from surplus sources, enter the registration number presently assigned to the vehicle and indicate previous ownership, e.g., Navy, Army, Post Office, etc., if known.

(4) The transfer of 400,000 series USN registration number from one vehicle (including special purpose) to another is prohibited.

(5) When disposing of vehicles, notification of this action shall be made to CHNAVPERS (Pers-656D). Notification may be made by letter or completion of Section 4 of the DD Form 1342 and shall include date of disposal and status of vehicle (trade, sale, transfer, turned into disposal, etc.). Failure to take prompt action to cancel vehicle registration numbers results in the vehicle(s) remaining in CHNAVPERS "Active Vehicle Inventory."

g. Identification

(1) MWR and special purpose vehicles owned by MWR or hired by MWR for over 90 days shall be identified by painted



01 JUL 1994

registration numbers as set forth in paragraphs (4) and (5) below. On an optional basis, MWR decalcomania (logo) may be affixed.

(2) MWR vehicles procured from commercial sources should be light blue or white if available at no additional cost. Vehicles presently on board that require repainting should be painted light blue or white. A mandatory color for special purpose vehicles is not prescribed.

(3) MWR decalcomanias (logo) will be provided by CHNAVPERs (Pers-656D) upon receipt of DD Form 1342, DoD Property Record. However, there is not a requirement for decals to be affixed to MWR vehicles. Vehicles may, however, contain specific activity advertisements, e.g., NAVSTA Anywhere Bowling Center or Youth Recreation and Sports. In general, the USN registration numbers shall be painted on the rear and sides and the optional decalcomania(s) affixed in an area where it will be prominently displayed.

(4) USN registration numbers shall be painted in black Gothic style and no smaller than 1-1/2 inches or larger than 2 inches in height.

(5) MWR and special purpose vehicles shall be marked as follows:

(a) On passenger cars, station wagons, carryalls, vans, trucks, and truck-tractors, the six-digit USN registration number shall be centered on each front door, or in a comparable position in relation to the driver's seat on vehicles without doors. The USN registration number, preceded by the letters "USN," shall be displayed on the rear of the vehicle and located in such a manner that the vehicle may be readily identified from the rear.

(b) On buses, the six-digit USN registration number, preceded by the letters "USN" shall be displayed on the rear of the bus and located in such a manner that the bus may be readily identified from the rear.

(c) On trailers (other than boat trailers and semi-truck trailers), the six-digit USN registration number preceded by the letters "USN" shall be displayed on the rear of the vehicle and located in such a manner that the vehicle may be readily identified from the rear.

01 JUL 1994

(d) On boat trailers and special purpose vehicles, the USN registration number shall be affixed on the exterior where there are suitable surfaces. On vehicles such as riding lawn mowers, motor scooters, etc., where the affixing of a decalcomania is not appropriate, the USN registration number should be preceded by the letters "USN."

(6) Whenever a vehicle or trailer is disposed of, all vehicle identification will be removed or obliterated.

h. Insurance

(1) To be eligible for coverage, vehicles shall be listed on the property record cards of the MWR activity and registered in accordance with the procedures in paragraph f, above.

(2) Automobile insurance coverage is described in reference (m). The CHNAVPERS (Pers-653) Casualty Insurance Program provides all the coverage necessary for NAF vehicles that are under the care, custody, and control of MWR activities, both afloat and ashore. Coverage is not applicable to vehicles operated outside the cognizance of CHNAVPERS controlled by Navy MWR activities; APF vehicles; vehicles leased for 3 months or less; or vehicles registered with USN numbers but not operated as a part of an MWR activity.

i. Annual Report. CHNAVPERS will provide a list of all active NAF vehicles by installation to each claimant at the end of each fiscal year, which should be reviewed for additions, dispositions, and transfers.

01 JUL 1994

PATRON ELIGIBILITY

1. Eligibility. The primary purpose of the recreation program is to meet the recreational needs of active duty personnel and their family members. All such personnel are authorized to use Navy recreation facilities, equipment, and services and to participate in all aspects of the recreation program. Once patron priority is established, use of recreation programs is on a first-come, first-served basis. A prioritized listing of patrons authorized to use Navy recreation programs is as follows:

a. Active duty personnel and their family members assigned to the installation or supported directly by it through intraservice or interservice support agreements. Includes military personnel assigned to units attached to the installation for logistical support where MWR support has been identified in the host tenant agreement. If a commander determines that participation in recreation activities by family members prevents participation by military personnel, military personnel will be given first priority.

(1) All reservists (i.e., Gray Area Retired, Selected, Individual Ready, and Standby Reserves) are authorized to use Category C MWR facilities on the same basis as active duty members. Dependents of reservists are authorized to use Category C MWR facilities on the same basis as dependents of active duty members.

b. Navy active duty personnel and their family members not assigned to the installation (including service members of Navy reserve components when on active duty for training in excess of 72 hours).

c. Active duty personnel and their family members of other military services, including U. S. Coast Guard personnel, not assigned to the installation.

d. Military personnel retired with pay and their family members.

e. Medal of Honor recipients and their surviving spouses and family members. Honorably discharged veterans of the U. S. Armed Forces with 100 percent service-connected disability.

f. Service members of reserve components during periods of scheduled inactive duty training at installations where training is being performed.

01 JUL 1994

g. Unremarried surviving spouses of military personnel and their family members.

h. Unremarried former spouses and other family members entitled to commissary, exchange and theater privileges.

i. U.S. Naval Academy midshipmen; cadets of the Army and Air Force academies; officer candidates when in an active duty training status; and Reserve Officer Training Corps (ROTC) cadets and midshipmen, when on active duty during college vacation periods.

j. DoD civilian employees and their family members stationed in Alaska and Hawaii, all U.S. territories and possessions, and foreign countries, who are authorized exchange privileges.

k. DoD civilian employees and their family members, who reside on the installation and are authorized exchange privileges.

l. Military personnel of foreign nations and their family members, when authorized exchange privileges.

m. Other uniformed services personnel, including active duty, retired with pay, reservists when on active duty for training in excess of 72 hours, and reservists while on inactive duty for training. Includes, in addition to those defined in 1b of this enclosure, paid members of the Red Cross and other such organizations, when assigned to and serving with the U.S. Armed Forces. Family members of the aforementioned and cadets of the Coast Guard Academy are authorized also.

n. Contract surgeons under contract to the military DOD components during the period of their contracts, and Red Cross personnel residing on the installation.

o. Drilling members of reserve components, on other than drill days, subject to controls by local commanding officers concerning the capacity and adequacy of Category A and B MWR programs/facilities to accommodate reserve use without jeopardy to the interests of the active duty Navy community. Family members of drilling reservists may have access to Category A and B facilities only when accompanied by their sponsor or when enrolled in programs specifically granted use of by command.

01 JUL 1994

p. Civilian employees of DoD may be authorized the use of Navy recreation facilities as specified below:

(1) NAF employees of Navy recreation programs may use facilities operated by the MWR fund by which they are employed. Civil servants directly employed in recreation program functions may also use the recreation facilities. Such use shall be limited to a priority status which will ensure protection of the primary interests of patrons authorized above.

(2) Other DOD employees (APF or NAF) may be authorized to use recreation facilities consistent with the following provisions:

(a) Subject to command decision concerning adequacy of facilities to accommodate DoD civilian employee use while ensuring protection of the primary interests of patrons authorized in paragraphs a through o above. A major consideration in ensuring protection of the interests of the active Navy population and their families shall be their identified attitude toward DoD civilian use.

(b) In a priority status below patrons identified in paragraphs a through p(1), above.

(c) Subject to the payment of fees/charges at a level higher than required of patrons identified in paragraphs a through o above, and which is sufficient to prevent subsidization of civilian interests by the military population.

(d) Limited to facilities directly operated through the Recreation Program supporting the command by which they are employed.

(e) Subject to considerations concerning allegation of unfair competition with local civilian operated facilities.

(f) Subject to limitation of resale to consumable type items which are necessary for a single unit of participation at the recreation facility.

(g) Employees of other federal agencies assigned to or working in direct full-time support of Navy commands may be authorized similar use.

01 JUL 1994

(h) Family members of civilian employees authorized facility use may have access to facilities only when accompanied by their sponsors or when enrolled in programs or specifically granted use of facilities by command.

(i) Use authorized above shall exclude viewing of Navy entertainment motion pictures.

(3) The authority to approve DoD civilian use within the foregoing provisions is hereby delegated to Echelon 2 commanders for their enforcement or further delegation as deemed appropriate. Authorization shall be reviewed no less than biennially to determine appropriateness.

(4) Request for authorization of DoD contractor employee use of recreation facilities, based on non-availability of local civilian facilities, may be forwarded to CHNAVPERS (Pers-651) via the chain of command.

q. Others as specifically authorized by CHNAVPERS (Pers-65) except that these persons are not authorized patrons of recreation resale activities.

r. In addition to the above, occasional guests of naval personnel may be authorized by the commanding officer to participate in a Navy recreation program. Such authorization should be in the form of a directive which specifically designates facilities and/or activities to which occasional guests may be invited. In all cases, sponsors of such guests shall assume responsibility for payment of appropriate fees or charges.

01 JUL 1994

COMMUNITY RELATIONS

1. Use By Non-DoD Civilian Groups. Non-DoD civilian groups and organizations may be permitted to use recreation facilities and services on an occasional basis. Civilians in the community may attend recreation events subject to the following:

a. Attendance does not directly compete with similar entertainment in the community.

b. Reasonable procedures are established to ensure attendance does not interfere with attendance by the persons intended to be the primary beneficiaries of the recreation program.

c. Attendance or use is not authorized on a continuing or recurring basis. Such authorization for any individual, other than as specified in enclosure (8), may not be granted without the prior approval of CHNAVPERS (Pers-65).

d. Appropriate fees are paid.

2. DoD Armed Forces Professional Entertainment Program. The Armed Forces Professional Entertainment program was established by DoD for the purpose of providing a continuing program of scheduled live entertainment to Armed Forces personnel overseas. Military installations in remote and isolated areas and fleet units overseas are given priority for this entertainment. Operation and administration of the program is the responsibility of the Armed Forces Professional Entertainment Office (AFPEO), which is under executive agency of the Army and is staffed by representatives from the Army, Air Force, and Navy. Per reference (v), requests for show units should be made to the appropriate ashore MWR department.

3. United Service Organizations (USO) and Armed Services Young Men's Christian Association (ASYMCA)

a. Reference (w) contains policies of DoD and Navy relative to USO, and designates USO liaison officers.

b. The Armed Services YMCA of the USA is a not-for-profit corporation organized under the laws of the State of Illinois and chartered by the National Council of YMCA of the USA. It is responsible for providing human care services to men and women of the Armed Forces, in peace or war, within or outside the territorial limits of the United States.

Enclosure (9)

01 JUL 1994

c. As stated in reference (w) and the Memorandum of Understanding between DoD and the Armed Forces YMCA of the USA (ASYMCA):

(1) There will be no direct expenditure or distribution of funds to USO or ASYMCA.

(2) In general, the USO and ASYMCA shall serve the U.S. Armed Forces primarily outside military installations.

(3) The USO and ASYMCA shall not offer programs or services that duplicate or compete with military programs, particularly revenue producing activities, without the prior concurrence of the local area commander.

d. Questions concerning local support of or cooperation with USO and ASYMCA should be directed to CHNAVPERs (Pers-651).

4. Acceptance of Gifts. The highlights of reference (x) concerning gifts of personal property or money to MWR activities are as follows:

a. The Secretary of the Navy must approve acceptance of a gift valued in excess of \$5,000.

b. The following is the delegated gift acceptance authority:

(1) Gifts of a value less than \$5,000: Vice Chief of Naval Operations, and Assistant Vice Chief of Naval Operations.

(2) Gifts of a value of \$3,000 or less: Commander in Chief, U.S. Atlantic Fleet; Commander in Chief, U.S. Pacific Fleet; Commander in Chief and Deputy Commander in Chief, U.S. Naval Forces, Europe; numbered Fleet Commanders; Commander, U.S. Navy Forces Central Command; Commander, Military Sealift Command; commanders of systems commands; chiefs of bureaus; Chief of Naval Education and Training; Type Commanders; President, Naval War College; Superintendent, Naval Postgraduate School; Commander, Navy Recruiting Command; Commander, Naval Reserve Force; Commandant, Naval District Washington; Commander, U.S. Naval Forces, Japan; Commander, U.S. Naval Forces, Korea; Commander, U.S. Naval Forces, Marianas; Commander, Fleet Air, Mediterranean; and Naval Base Commanders.

c. The gift should involve little or no maintenance cost.



01 JUL 1994

d. If intended for use by personnel, the gift will be for the general benefit of the personnel of the organization.

e. Requests for acceptance of gift shall be submitted to the appropriate acceptance official via the chain of command.

01 JUL 1994

COMMERCIAL SPONSORSHIP

1. Commercial sponsorship is the act of providing assistance, funding, goods, equipment (including fixed assets), or services to MWR programs or events by an individual, agency, association, company or corporation or other entity (sponsor) for a specific (limited) period of time in return for public recognition or advertising promotions.
2. The solicitation of commercial sponsorships is permitted only by MWR departments in support of MWR programs or special events. Commercial sponsorship is either unsolicited or solicited.
3. Commercial sponsorship is a program where there is an equal exchange of value between the commercial sponsor and the MWR department. Commercial sponsorship does not include volunteer work or activities or outright donations where no volunteer or donor recognition or acknowledgement is expected or required. This program does not include or refer to those products and services that are considered gifts or those items considered to be premiums, coupons or limited samples.
4. Any funds, products, services, or items resulting from the commercial sponsorship program will be used only within the MWR program.
5. The following general procedures apply:
  - a. Obligations and entitlements of the sponsor and the MWR program shall be incorporated into a written agreement that shall be for a 1-year period or less. The period covered by the original agreement and any annual renewals will not exceed a total of 5 years. All agreements must receive a review by the local staff judge advocate or general counsel and be signed by the commanding officer.
  - b. Assistance provided will be commensurate with the level of sponsorship offered.
  - c. Individuals or entities not providing sponsorship will not be treated with disfavor or suffer any form of reprisal.
  - d. Appropriate disclaimers are required in any public recognition or advertising media since DoD does not endorse or favor any commercial supplier, product, or service.

01 JUL 1994

e. The contents of all public recognition and advertising media to be used for the sponsor, that refers to any part or program of DoD, are appropriate under the agreement.

f. Tobacco and alcoholic beverage (including beer) sponsorship may not be solicited. If offered, sponsorship may be accepted only if unsolicited and not directed predominately or exclusively at the military, and provided the alcohol or tobacco company sponsors similar events in the civilian community. Product sampling is not authorized.

g. The commercial sponsor certifies in writing that its costs of the sponsorship shall not be charged to any part of the Federal Government.

h. Commercial sponsorship is authorized for MWR events at open houses only when specifically approved by the Secretary of the Navy or a designated representative. Military open house programs are primarily public affairs activities. They are not intended as MWR events. This does not preclude appropriate MWR involvement in these events as long as generating MWR revenue does not become the primary objective. Procedures and guidelines are provided in the Guidebook for Navy MWR Involvement in Air Shows (NOTAL).

## 6. Solicited

a. This sponsorship is specifically solicited on behalf of the MWR event from a potential sponsor willing to provide support for the mutual benefit of the sponsor and the MWR program.

b. Solicited commercial sponsorship is based on principles similar to those that guide NAF contracting, e.g., competition, evaluation of offers, etc. Additionally:

(1) Each MWR department will designate the individual(s) by name who will work with this type of sponsorship.

(2) Sponsors will be solicited competitively from an adequate number of known U.S. sources or subsidiaries and generally limited to firms and organization involved with consumer products. Where feasible, announcements of solicitations will be placed in appropriate publications to reach the maximum number of potential sponsors. NAF contracting officials should act in an advisory capacity.

01 JUL 1994

(3) Officials responsible for procurement or contracting may not directly or indirectly be involved with the solicitation of commercial sponsors. This does not limit the involvement of those officials whose function is to administer NAF contracts.

c. In overseas areas, solicitation of non-U.S. firms is authorized with the commander's approval provided solicitation is not in violation of Status of Forces Agreement (SOFA) or treaty agreements or in direct competition with the armed service exchanges.

#### 7. Unsolicited

a. Unsolicited commercial sponsorship shall be treated the same as solicited commercial sponsorship except that it has been wholly and entirely initiated by the prospective sponsor without prior knowledge of the needs of the MWR program or installation.

b. After an appropriate inquiry from a prospective sponsor, the installation point-of-contact for sponsorship may inform the sponsor of the needs. The unsolicited sponsor should then furnish a letter of intent to the installation. Unsolicited sponsorship is otherwise subject to the policies outlined above.

8. The Guidebook for Navy Commercial Sponsorship Opportunities (NOTAL) provides specific guidelines and examples of sponsorship agreements and solicitation letters.

01 JUL 1994

FUND RAISING AND ADVERTISING1. Fund Raising. Guidelines are as follows:

a. Background. The two instructions governing fund raising are: (1) Reference (f), chapter VIII, and (2) Department of the Navy Public Affairs Policy and Regulations (SECNAVINST 5720.44A).

(1) The Standards of Conduct and Government Ethics prohibits raffles, lotteries, and other forms of gambling on government-owned, leased or controlled property, or otherwise while on duty for the government. Gambling activities include lotteries or polls, and games of chance for money or property. Any exceptions must be approved by the Secretary of the Navy. Such an exception is granted for Navy Relief (annual SECNAVNOTE 5340, subj: Navy Relief Society Annual Call for Contributions).

(2) On the job solicitation is the only approved method for the Combined Federal Campaign (CFC).

(3) Official support of fundraising campaigns solely for the benefit of U.S. teams competing in the Olympic or Pan American Games may be authorized by installation commanders.

(4) The heads of overseas offices and installations may, in their discretion, permit their military and civilian personnel to solicit each other on behalf of local voluntary agencies at times which do not conflict with the CFC or Navy Relief drives.

(5) Commanding officers may authorize official support of fundraising programs that:

(a) are purely local in nature;

(b) are of community-wide interest and benefit;

(c) have the support or endorsement of local, united, federated, or joint campaign officials; and

(d) are authorized by the Chief of Information or the Director of Public Affairs; or

(e) warrant, in the commanding officer's judgment, support as part of the responsible role of the command in the local community. This exception is limited to support of purely local programs such as, volunteer fire departments, rescue units, or youth activity fund drives.

Enclosure (11)

01 JUL 1994

(6) Commanding officers may authorize support of fund raising events for specific recreational programs, but any solicitations so authorized must not conflict with the CFC or Navy Relief campaigns, may not be conducted on the job, and may not be performed as an official duty.

Public affairs regulations stipulate that Navy personnel may participate (as private citizens during their off-duty hours) in fund raising activities which are not recognized for on-the-job solicitation with the federal service. They may not, however, participate in their official military capacity either during duty or non-duty hours.

b. Summary. When planning fund raising events insure that: (1) solicitations are not on-the-job, (2) military are not involved as part of their official duty, (3) events do not conflict with the CFC or Navy Relief fund drives, and (4) fund raising activities are not forms of gambling.

c. The above does not preclude tenant activities from conducting occasional fund-raising events provided they are conducted in accordance with the above guidelines and funds generated are deposited in the base MWR fund for credit to the generating unit.

2. Advertising Policy. Navy recreation activities must communicate their presence and the availability of the goods and services they offer to as many potential patrons as they can. However, such communication must be restricted, as far as possible, to authorized patrons.

a. Advertising is providing conspicuous notice or information to the public through private and public media. (Media is any way to convey an advertising message. It includes newspapers, magazines, trade and professional journals, special printed matter, circulars, fliers, posters, signs, radio, television, and other promotional devices, such as decals, table tents, or activity calendars.)

b. Recreation activities may not initiate, sponsor, pay or request payment for advertising of particular goods or services except as provided below:

(1) Recreation activities may purchase advertising where authorized in Armed Forces newspapers and civilian enterprise publications produced primarily for distribution on a military reservation or to authorized recreation activity patrons.

01 JUL 1994

(a) Information pertaining to sales of goods and services, including brand names and item prices, may be included in such paid advertising.

(b) Entertainment and social events advertising may specify names of feature acts, films, or talents, and admission prices or cover charges.

(2) Armed Forces installation or activity newspapers and American Forces Radio and Television may carry unpaid noncommercial news stories, announcements, and listings of services offered by recreation activities to command or activity personnel.

(3) In news stories and announcements about Armed Forces professional entertainment events, Armed Forces newspapers (including Stars and Stripes), civilian enterprise publications, and Armed Forces Radio and Television Service outlets shall routinely include the name of commercial sponsors with other story facts.

c. Recreation activities may produce or prepare media for local dissemination directly to authorized patrons. In cases where a publication is identified with a Navy activity (e.g., a bowling center) and produced with either APF or NAF, it cannot contain commercial source product, or material that implies government endorsement of a specific commercial product or service.

(1) Authority for distributing commercial enterprise publications through official channels is limited to those newspapers and other publications authorized in SECNAVINST 5720.44A. However, recreation newsletters or similar publications that contain commercial advertising, which are voluntarily initiated by a commercial publisher at no cost to the government or one of the NAFIs, can be made available to patrons if the following conditions are met:

(a) Navy recreation information is released to the publisher after coordination with the public affairs officer according to SECNAVINST 5720.44A.

(b) A commercial publisher prints the publication and provides the copies at no cost to the MWR fund.

(c) There is no contractual relationship that either requires or gives exclusive rights to the publisher to provide such a publication or that requires the Navy to furnish the information.

01 JUL 1994

(d) The publisher delivers the publication to the recreation facility involved, where it can be casually picked up by interested patrons.

(e) The publication contains a prominently displayed disclaimer indicating that the Navy does not endorse any services or products advertised in the publication.

(f) Other publishers desiring to provide the same service are given the same opportunity.

d. Recreation activities, with the public affairs office, may include a publication that carries commercial advertising as an authorized insert in the base newspaper. Recreation must not solicit or sell this advertising. The base public affairs office must include provisions for such a publication in the formal letter of solicitation to private publishers for production of commercial enterprise base newspapers.

(1) Voluntarily initiated media prepared by suppliers and other non-DoD sources that are primarily advertising devices are not authorized for distribution through official channels.

(2) When such media are placed in locations on DoD installations for personal pick-up, they must contain a disclaimer to the effect that they do not express or imply endorsement by the Navy or the Federal Government, and they are neither paid for or sponsored by them. A disclaimer is not required for items provided as premiums.

e. Recreation activities may purchase, prepare, or produce premiums for distribution to authorized patrons. (A premium is merchandise offered to advertise an activity, product, service, or event as a bonus or as an incentive to buy. Examples of premiums are ballpoint pens, or plastic rulers, with an intrinsic unit value of less than \$10 retail.)

(1) Activities may also accept premiums whose minimal intrinsic unit value is less than \$10 retail, voluntarily initiated and prepared by suppliers, except tobacco and alcohol products, for use by or distribution to authorized patrons.

(2) Activities may not solicit funds from suppliers or other non-DoD sources to offset costs of premiums, nor may they request such suppliers or sources to prepare or provide special premiums at their expense unless provided under a commercial sponsorship agreement.



01 JUL 1994

f. Recreation activities may use point of sale displays and promotional material, such as reduced price and special offer coupons, and may participate in national and local coupon redemption programs available to the general public or to the military community. Participation in national or local coupon redemption programs should be evaluated on a case-by-case basis by the MWR director.

g. Recreation activities may contribute articles and stories for publication as unpaid information items in base newspapers, Plan of the Day, or other media that may or may not be intended primarily for distribution on a military installation to publicize recreation events and other activities and programs of general interest to authorized patrons. Coordination with the local public affairs office is required when such items are released to other than internal media.

h. Recreation activities may not sell space for commercial advertising in any media produced for or prepared by them, nor may any activity accept funds to offset the cost of advertising with the condition of excluding any other product, service, or advertisement, or granting any additional benefit to a supplier.

i. Advertising purchased by suppliers or other non-DoD sources in media not prepared or produced by recreation activities that relates to recreation activities must include a disclaimer similar to that described in 5d or enclosure (10).

01 JUL 1994

## INDEX

<u>SUBJECT</u>	<u>ENCL</u>	<u>PAGE</u>	<u>PARA</u>
Acceptance of Gifts. . . . .	(9)	2	4
Accounting Requirements. . . . .	(6)	11	8
Advertising Policy . . . . .	(11)	2	2
Advisory Groups. . . . .	(3)	3	4
Amusement Machines . . . . .	(4)	2	3
APF Reimbursement. . . . .	(6)	7	5.i.
Appropriate Use of MWR Funds . . . . .	(6)	6	5.g.
Aquatics Programs. . . . .	(4)	10	25
Audits and Reviews . . . . .	(6)	1	2
Bank Accounts, MWR Fund. . . . .	(6)	11	9
Bingo. . . . .	(4)	3	4
Bowling Program. . . . .	(4)	10	27
Budget Requirements. . . . .	(6)	9	6
Cash Prizes. . . . .	(4)	5	5
Commercial Sponsorship . . . . .	(10)	1	1
Community Relations. . . . .	(9)	1	1
Copyrighted Sound and Video Recordings . . . . .	(4)	5	7
CPR Training . . . . .	(4)	9	15
Credit Cards . . . . .	(6)	6	5.e.
Customer Service Training. . . . .	(4)	9	14
Decentralized Activities . . . . .	(6)	12	10
Definitions. . . . .	(1)	1	1
Disestablishment of MWR Funds. . . . .	(6)	13	11
Disposal of Excess Recreation Property . . . . .	(7)	1	2
Disposal of Unserviceable Recreation Property. . . . .	(7)	2	3
Disposition of Abandoned Personal Property . . . . .	(7)	2	4
Establishment of MWR Fund. . . . .	(6)	3	5.c.
Fees and Charges . . . . .	(6)	4	5.d.
Financial Assistance . . . . .	(6)	10	7
Financial Management (Local MWR Funds) . . . . .	(6)	3	5
Fleet Recreation . . . . .	(4)	10	21
Forms. . . . .		3	7
Fund-Raising . . . . .	(11)	1	1
Golf Program . . . . .	(4)	10	28
Guidelines . . . . .	(3)	2	3
Health and Physical Readiness, Support of. . . . .	(4)	7	11
Information, Tickets and Tours (ITT) . . . . .	(4)	10	22
Investment of Local Funds. . . . .	(6)	12	10.b.2.
Leisure Travel . . . . .	(4)	10	23
Management Assistance. . . . .	(4)	9	18

01 JUL 1994

<u>SUBJECT</u>	<u>ENCL</u>	<u>PAGE</u>	<u>PARA</u>
Mission Statement. . . . .	(3)	1	1
Non-DoD Civilian Groups, Use by. . . . .	(9)	1	1
Notification of Depositories . . . . .	(6)	12	10.b.(1)
Official Mail, Use of. . . . .	(4)	8	12
Ombudsmen Expense. . . . .	(6)	6	5.h.
Participating Units. . . . .	(6)	2	4
Patron Eligibility . . . . .	(8)	1	1
Petty Cash and Change Funds. . . . .	(6)	6	5.f.
Planning and Evaluation. . . . .	(5)	1	1
Private Organizations. . . . .	(4)	1	1
Procurement. . . . .	(7)	1	1
Professional Entertainment Program . . . . .	(9)	1	2
Professional Organizations . . . . .	(4)	9	17
Program Objectives . . . . .	(3)	1	2
Prohibited Use of Recreation Funds . . . . .	(6)	7	5.j.
Recyclable Materials Program . . . . .	(4)	6	9
Responsibilities			
Chief of Naval Personnel . . . . .	(2)	1	1
Chain of Command . . . . .	(2)	1	2
Commanding Officers. . . . .	(2)	1	3
MWR Directors. . . . .	(2)	1	4
Risk Management. . . . .	(4)	10	20
Sailing Program. . . . .	(4)	10	26
Safety . . . . .	(4)	9	19
Satellite and Cable TV Reception . . . . .	(4)	6	8
Single Sailor Program. . . . .	(4)	7	10
Special Interest Groups. . . . .	(4)	1	2
Sports Program, Administration of. . . . .	(4)	10	24
Standards of Conduct, Gambling, Raffles. . . . .	(4)	5	6
Taxes. . . . .	(6)	12	10.b.(3)
Tenant Activities, Support of. . . . .	(6)	1	3
Training . . . . .	(4)	8	13
USO. . . . .	(9)	1	3
Vehicle Administration . . . . .	(7)	3	5
Youth Programs . . . . .	(4)	10	22
YMCA, Armed Services . . . . .	(9)	1	3